

## FUNCTIONS

### Administrative Branch

The Chief, Administrative Branch, under the general direction of the Chief, Support Staff, shall:

1. Provide, in coordination with Agency components having primary responsibility, the following administrative support to OTR headquarters elements, and furnish guidance, when requested, to corresponding elements of the Field Training Base:
  - a. Personnel: Maintain records concerning OTR civilian and military T/O's; provide for preliminary screening and referral of applicants; process and record all OTR personnel action documents; maintain time, attendance and overtime records; provide OTR personnel relations service; collaborate in the operation of the OTR Career Service Board and the Promotional Panels; and perform incidental services common to other secondary Personnel elements of the Agency.
  - b. Budget and Fiscal: Maintain budget and fiscal records for OTR; record allotments received, obligations incurred, and expenditures made; institute controls to assure that the Director of Training does not overobligate nor misapply his authorized funds; and prepare and/or consolidate OTR budget estimates and all incidental reports.
  - c. Supply and Services: Forecast, requisition, distribute, and dispose of supplies, material and equipment for OTR operations; determine space requirements, arrange for moves and, in conjunction with appropriate Agency components, arrange for real estate and building acquisition, maintenance, reconstruction and disposal; provide mail control and courier service at OTR headquarters; arrange for and schedule movement of persons from Headquarters to the [REDACTED] [REDACTED]; provide furniture and fixtures to Headquarters and to covert training installations as required; and maintain records concerning quasi-personal vehicles assigned to OTR personnel.
2. Provide student registration service for OTR and maintain central records of courses, schedules, enrollments, performance, etc.
3. Arrange, in collaboration with Language and External Training School and appropriate Agency components, for the cover, travel, and financing of students taking external training.
4. Provide OTR compliance with such Agency programs as Records Management, Disaster, Forms and Reports Control, etc.

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